

## CHRIS Self Service

### Ethnicity and Race User Guide

#### Introduction

The Office of Personnel Management (OPM), in August 2005, issued a memorandum regarding the implementation of Office of Management and Budget (OMB) standards for reporting the ethnicity and race of Federal employees to OPM, the Central Personnel Data File (CPDF) and Enterprise Human Resources Integration (EHRI). This information will be collected in GSA's Comprehensive Human Resources Integrated System (CHRIS) and will be used to perform trend and historical analyses about GSA's workforce.

Employees can use CHRIS Personal Self-Service to update their Ethnicity and Race.

**For new users** - After logging into CHRIS (click on the *New User Registration* link available on the CHRIS homepage to create a new account), employees can begin the process of reviewing and/or updating their Ethnicity and Race.

#### Glossary

Terms and Definitions	
National Origin (i.e., Ethnicity)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, <i>regardless of race</i> (i.e., Hispanic or Latino).
Race Categories	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or White.

Category Definitions	
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

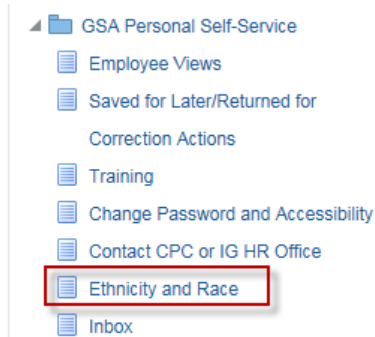
## Reviewing Current Information


Through your agency *Personal Self-Service* you can view the ethnicity and race category or categories for which you are identified. After logging into CHRIS, begin the review process by proceeding with the steps below.

### Step 1

After selecting your agency *Personal Self-Service* from the menu, click on *Ethnicity and Race*.

## Reviewing Current Information



**Caution:** The Internet Explorer or Netscape Back button  **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

### Step 2



The **Ethnicity and Race: Extra Information** form opens and a “yes” value displays under the category or categories selected to identify you.

**Ethnicity and Race: Extra Information** Cancel Back Process

Employee Name GSATest, Bobby Employee Number 15333  
Email Address

Review value(s). Click on the Cancel button if no changes are required or on the Update button to change value(s). Click on the Process button to move to the next page to initiate or continue update process.

**US Federal Ethnicity and Race Category**

Select Object: Update  

Select	Status	Hispanic or Latino	American Indian or Alaska Nati	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input checked="" type="radio"/>	No	No	No	No	No	No	Yes

### Step 3

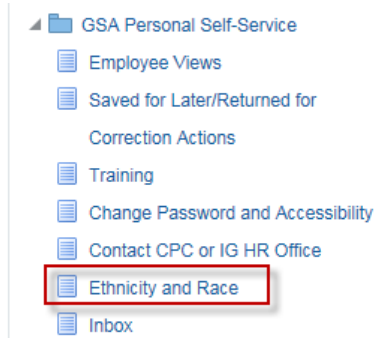
If no changes are required, click on the Back Back button to return to the *CHRIS Navigator* menu. At this point you can exit the system.

## Updating Current Information

Through your agency *Personal Self-Service* you can update the ethnicity and race category or categories for which you are identified. After logging into CHRIS, begin the update process by proceeding with the steps below.

### Step 1

After selecting your agency *Personal Self-Service* from the menu, click on *Ethnicity and Race*



### Step 2

The **Ethnicity and Race: Extra Information** form opens and a “yes” value displays under the category or categories selected to identify you.

**Ethnicity and Race: Extra Information** Cancel Back Process

Employee Name GSATest, Bobby Employee Number 15333  
Email Address

Review value(s). Click on the Cancel button if no changes are required or on the Update button to change value(s). Click on the Process button to move to the next page to initiate or continue update process.

**US Federal Ethnicity and Race Category**

Select Object: Update Refresh Reset

Select	Status	Hispanic or Latino	American Indian or Alaska Nati	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input checked="" type="radio"/>	No	No	No	No	No	No	Yes

### Step 3

To update your record, click on the Update Update button.

### Ethnicity and Race: Extra Information

[Cancel](#) [Back](#) [Process](#)

Employee Name GSATest, Bobby  
Email Address

Employee Number 15333

Review value(s). Click on the Cancel button if no changes are required or on the Update button to change value(s). Click on the Process button to move to the next page to initiate or continue update process.

#### US Federal Ethnicity and Race Category

Select Object:	<a href="#">Update</a>	<a href="#">Refresh</a>	<a href="#">Reset</a>				
Select	Status	Hispanic or Latino	American Indian or Alaska Nati	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input checked="" type="radio"/>		No	No	No	No	No	Yes

## Step 4

The **US Federal Ethnicity and Race Category** form opens. Click on the Down Arrow button that displays to the right of the category or categories you wish to update and select either “Yes”, which means it applies, or “No”, which means it doesn’t apply.

<b>US Federal Ethnicity and Race Category</b>		<a href="#">Cancel</a> <a href="#">Apply</a>
Employee Name GSATest, Bobby Email Address		Employee Number 15333
Select Yes or No, as appropriate, to change value(s) and then click on the Apply button.		
Hispanic or Latino	No	<input type="checkbox"/>
American Indian or Alaska Nati	No	<input type="checkbox"/>
Asian	No	<input type="checkbox"/>
Black or African American	Yes	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	No	<input type="checkbox"/>
White	Yes	<input type="checkbox"/>

## Step 5

Click on the Apply [Apply](#) button to initiate the update process.

## Step 6

The **Ethnicity and Race: Extra Information** form opens showing the changes you made.

### Ethnicity and Race: Extra Information

[Cancel](#) [Back](#) [Process](#)

Employee Name GSATest, Bobby  
Email Address

Employee Number 15333

Review value(s). Click on the Cancel button if no changes are required or on the Update button to change value(s). Click on the Process button to move to the next page to initiate or continue update process.

#### US Federal Ethnicity and Race Category

Select Object:	<a href="#">Update</a>	<a href="#">Refresh</a>	<a href="#">Reset</a>				
Select	Status	Hispanic or Latino	American Indian or Alaska Nati	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input checked="" type="radio"/>	Updated	No	No	Yes	No	No	Yes

If the review of the **Ethnicity and Race: Extra Information** form shows an inappropriate input, click either the Back [Back](#) button or the Update [Update](#) button, which will return you to the **US Federal Ethnicity and Race Category** form from which you may once again update the “Yes” and “No” values for each of the categories (Step 4 above). Once your changes have been made, click on the Apply button to initiate the update process again (Step 5 above).

If you agree with the changes shown on the **Ethnicity and Race: Extra Information** form, continue the update process by clicking on the Process [Process](#) button.

## Step 7

The **Ethnicity and Race: Review** form opens. The left column displays each of the six categories, the middle column displays the current values for each of the six categories, and the right column displays the proposed values for each of the six categories.

### Ethnicity and Race: Review

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

Employee Name GSATest, Bobby  
Email Address

Employee Number 15333

Click on the Submit button to submit your changes and to receive confirmation of your submittal.

[Indicates Changed Items.](#)

#### Extra Information Type

#### US Federal Ethnicity and Race Category

	Current	Proposed
Hispanic or Latino	No	No
American Indian or Alaska Nati	No	No
Asian	No	Yes <a href="#">Indicates Changed Items.</a>
Black or African American	No	No
Native Hawaiian or Other Pacific Islander	No	No
White	Yes	Yes

**Note:** A blue circle displays to the right of the proposed value that differs from the current value.

## Step 8

To complete the update process, click on the Submit [Submit](#) button. After your record has been updated, a confirmation screen will display that reads “Your changes have been applied.”.

### Confirmation

Your changes have been applied.

[Home](#)

## Step 9

Click on the Home [Home](#) button to return to the *CHRIS Navigator* menu. You have completed the update process and can now exit *CHRIS*.